

**City of Atlanta
Developer's Day Event
July 25, 2006
Princeton Lakes Case Study**

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Run-of-Show

Panelist BIODs

Permitting Improvement Project

- **Bureau of Buildings (BOB) Organizational Chart**
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- **Major Projects Checklist**
- **BOB New Policies**
- **Permitting Improvement Project Update**

Run-of-Show

7:30 - 8:00: Registration and Continental Breakfast

**8:00 – 8:13: Luz Borrero, City of Atlanta
Welcoming and Brief Permitting Improvement Project**

**8.13:- 8:17 Charles Whatley, Atlanta Development Authority
Introduction of a Live Case Study and Panel Participants**

Panel

- 1. Cheryl Strickland, ADA**
- 2. Alice Wakefield, City of Atlanta, Dir. Bureau of Planning**
- 3. Ibrahim Maslamni, City of Atlanta, Dir. Bureau of Buildings**
- 4. Joseph Basista, CoA, Deputy Commissioner of Watershed Mgmt.**
- 5. Bryan Muddiman, Pulte Asst. Project Manager for Princeton Lakes**
- 6. Steve Susten, Pulte Director of Land Development**
- 7. Todd Terwilliger, Pulte VP of Land Acquisition and Development.**

8:17 – 8:45: Panel Discussion

8:45 – 9:00: Q&A

9:00 – 9:15: Meet & Greet

9:15 – 9:45: Tour of Homes

Developer's Day
July 25, 2006



City of Atlanta

Case Study Panel

Biographical Information

Developer's Day

July 25, 2006

Ibrahim Maslamani

Director, Bureau of Buildings



- Registered Architect
- Certified Building Official
- Background:
 - Deputy Director of Environment & Community Development – Fulton County
 - Managed “one stop permit center” for building, administrative, signs, land disturbance and septic permits
 - Managed permit automation systems such as permit tracking, IVR and remote inspections reports

Developer's Day

July 25, 2006

Joe Basista

Deputy Commissioner, Watershed Management



- Named Deputy Commissioner of Watershed Management in September 2004.
- Previously VP with a Global Engineering Firm
 - Provided program management services to municipal clients, including 4 years as the program manager for the \$3 billion Clean Water Atlanta program.
- 31 years of professional experience
- Responsibilities within Watershed Management include:
 - Strategic planning and performance management
 - Site development policy and plan review
 - City-wide sewer rehab construction management
 - The Clean Water Atlanta program management contract

Developer's Day July 25, 2006

Charles Whatley **Manager, Business Development** **Atlanta Development Authority**



- Charles works to support and encourage the creation of 60,000 new jobs in the City of Atlanta by 2009 (A goal of the Mayor's Economic Development Plan)
- He focuses on business retention, expansion and relocation in the commercial corridors in the City.
- With public and private partners, ADA's efforts include:
 - Supporting the growth of target industries, retaining the City of Atlanta's industrial base, promoting economic vitality in underserved areas, and marketing the incentives available to employers in the City .
- Charles has experience in banking, construction and real estate development, aquaculture, and technology development.
- Charles is a native of Atlanta, a graduate of Yale College, with a BA degree in Economics, and is completing his thesis towards the Master's in Economics at Georgia Tech.

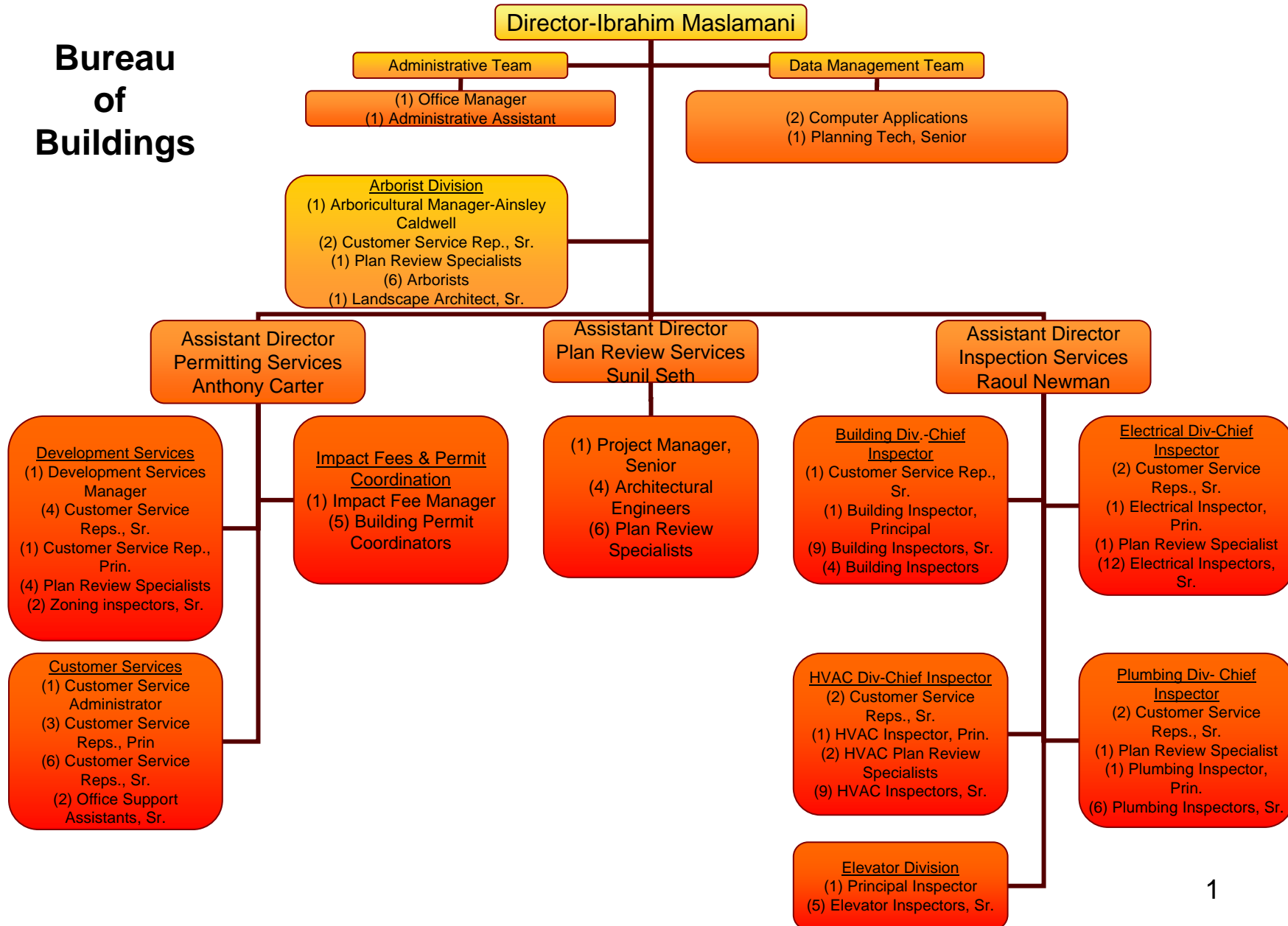
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Cheryl Thomas Strickland, CFA Managing Director, Tax Allocation Districts Atlanta Development Authority



- Cheryl oversees the Tax Increment Financing program, arguably the City's most effective tool available to jumpstart development and spur revitalization in six targeted areas of the City, commonly known as TADs.
- Cheryl joined the public sector and ADA in January 2004 after 17 years as a lender, underwriter and portfolio manager in Prudential's commercial real estate finance group.
- Cheryl has a BS from Northwestern University, an MBA from University of Chicago and holds the Chartered Financial Analyst designation.
- She is a long time member of CREW Atlanta (Commercial Real Estate Women) and is its 2005-2006 Leadership Chair.

Bureau of Buildings



Developer's Day July 25, 2006

**Steve Cover, Commissioner, Department of
Planning and Community Development,
Announces New Leadership Additions...**



- **Ibrahim Maslamani** –
Director, Bureau of Buildings
- **Anthony Carter** –
Assistant Director, Permitting Services
- **Raoul Newman** –
Assistant Director, Inspection Services
- **Ainsley Caldwell** –
Arboricultural Manager

Developer's Day July 25, 2006

Ibrahim Maslamani **Director, Bureau of Buildings**



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Anthony Carter **Assistant Director, Permitting Services**

- Licensed Building Plans Examiner
- Member, Building Officials Association of Florida
- Background:
 - Permits Supervisor/Planner for Fulton County
 - Building Plans Examiner/Construction Project Administrator for the City of Pensacola.
 - Project Architect with James Veal Architect (commercial building designs throughout the U.S.)
 - Project Architect with Arthur Rutenberg Homes
 - Project Architect with Eddie Todd Architect
 - Supports Tuskegee Architectural and Construction Alumni Association



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Raoul Newman Assistant Director, Inspection Services

- Certified Senior Inspector, National Association of Property Inspectors
- Member, Metro Atlanta Inspectors Association
- Background:
 - Code Enforcement Coordinator, Fulton County
 - Building Inspector, City of Acworth, GA
 - Punch-out Construction, general contracting company owner



Developer's Day July 25, 2006

Ainsley Caldwell Arboricultural Manager

- International Society of Arboriculture, Certified Arborist
- Member, Utility Arborist and Society of Municipal Arborists
- Background:
 - Chief Forester/Associate Director, Urban Forestry Administration, Washington, D.C.
 - Increased annual tree planting from 3,000 to 5,000
 - Reduced tree response times from 6-8 hrs to 2-4 hrs
 - Implemented grants program for underserved areas
 - Implemented ordinance and removal permitting process
 - Reviewed construction site plans and recommended changes that minimize impact on trees



City of Atlanta Major Projects

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To provide this best-in-class service the Major Projects Team:

- Provides a team approach to the permitting process to enhance communication and cooperation between departments, bureaus and divisions
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- 50+ Residential Units and/or
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If you are considering a project that meets one or more of these criteria, please contact:

Joe Basista
Deputy Commissioner Watershed Management
404-330-6644
jjbasista@atlantaga.gov

Ibrahim Maslamani
Director of the Bureau of Buildings
404-330-6601
imaslamani@atlantaga.gov

Gloria Pennick
Major Projects Coordinator
404-330-6796
gpennick@atlantaga.gov



Major Projects Checklist

The following questions will help the City help you streamline your permit application. We can determine potential critical issues that may arise by addressing these questions. Discussing these in the pre-development phase could save you many days and months in the time it takes to permit your project. This is the main objective of the Major Projects Team.

Please submit your answers 3 days prior to the meeting. In addition, please add any issues of concern at the end of this questionnaire.

We appreciate you filling out this questionnaire. With your answers, we can begin to address the critical path of your project and provide important information to you at the meeting.

ZONING - BUREAU OF PLANNING (SAP/SPI)

Does the subject property have conditional zoning? _____

If yes, do you have documentation of the conditional zoning i.e. adopted legislation?

Does the construction of the project include several parcels? _____

If yes, is there a need to consolidate these parcels to construct the project. Does the configuration of the parcels match the City's official cadastral maps? _____

Will variances or special exceptions be required to construct the project? _____

Does the project require a special administrative permit approval? _____

ZONING ENFORCEMENT

Do you know how the property is zoned (usage)? _____

A zoning designation is assigned to every parcel of land in the City of Atlanta and governs any proposed development as to land use and related criteria.

Does your parking meet the zoning requirements (Most zoning districts require parking)?

Note your number of parking spaces and whether the parking is underground or vertical?

Parking requirements are applied to most projects and are governed by the specific zoning classification and the proposed use. The City of Atlanta Zoning Code is available on line through the City Webpage (www.atlantaga.gov) or may be purchased from the City Clerk's Office.



For Additional
Zoning-Bureau of
Planning Information
Contact:
Enrique Bascunana
ebascunana@atlantaga.gov
404-330-6296

For Additional
Zoning Enforcement
Information
Contact:
Anne Heard
aheard@atlantaga.gov
404-330-6239 or
fax a request to
404-331-8912

For Additional Arborist
Information Contact
Ainsley Caldwell at
404-330-6328
acaldwell@atlantaga.gov

For Additional
Urban Design
Information
Contact
Karen Huebner at
404-33-6301
khuebner@atlantaga.gov



Is this a project that requires a DRI (Development of Regional Impact)? If so, have you pursued it? _____

Certain projects due to their size or complexity require approval from the Atlanta Regional Commission in the form of a Development of Regional Impact (DRI). Submittals for DRI approval are made through local government, Bureau of Planning

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ARBORIST DIVISION

Does parking requirements meet the ordinance for trees? Section 158-310.

Does plan meet minimum tree cover in spacing as indicated in Section 158-103?

Are tree boundaries destroyed? If so, must have written permission from tree owner to destroy trees. _____

URBAN DESIGN/HISTORIC RESOURCE/CITY

Is the property designated by the City to a category of historic protection either as an individual building or as a building located within a district? _____

If so, the Commission will need to issue a certificate of appropriateness for the project before a building permit can be obtained.

Does the project include any art work for which the City has contracted, will be placed on City property or become the property of the City? _____

If so, the Commission will need to review and comment on the art before a building permit can be obtained.

Does the project include the construction of a city park or any changes to an existing city park? _____

If so, the Commission will need to review and comment on the park before a building permit can be obtained.

Does the project include construction on city land or construction that extends over the public right-of-way? _____

If so, the Commission will need to review and comment on the project before a building permit can be obtained.

For Additional Fire
Protection Information
Contact H.B. Dodson at
404-853-7676
hdodson@atlantaga.gov

For Additional
Watershed Information
Contact Richard Chime at
404-817-7864
rchime@atlantaga.gov

For Additional Sewer
Capacity Information
Contact Dennis Morris
at
404-830-6249
dmorris@atlantaga.gov

For Additional Water
Capacity Information
Contact Peter Tinubu
at
404-235-2064
peter.tinubu@atlwater.com



Does the project include property designated by the City to a category of historic protection either as an individual building or as a building located within a district that requires any action before the Zoning Review Board or the Board (ZRB) of Zoning Adjustment (BZA)? _____

If so, the Commission will need to review and comment on the project before it is heard by the ZRB of BZA.

Does the project involve the use of capital expenditures by the City or other public agencies or authorities that are required to submit plans for review by the City? _____

If so, the Commission will need to review and comment on the project before a building permit can be obtained.

If the project is considered to be a City project, does it meet the 1.5 percent for art r requirements? _____ [See #2 above.]

These are the responsibilities of the Atlanta Urban Design Commission as set out in Sec. 6-4043 (e) of the Atlanta Land Development Code.

FIRE PROTECTION DIVISION

Have you checked fire department hydrant location to ensure compliance with international code and fire department connections? _____

Have you checked fire department apparatus access/fire land to ensure compliance with international fire code?

DEPARTMENT OF WATERSHED MANAGEMENT - SITE DEVELOPMENT

Storm Water Management Plan

Post-development storm water management ordinance requires a storm water management plan for all multi-family and commercial projects.

Is your post-development peak rate of runoff limited to 70% of pre-development?

Have you identified location(s) of storm water discharge from site? _____

Sewer Capacity

Some areas of the City are “capacity limited” and require application of capacity credits, sewer rehabilitation or new relief projects. You must get approval from Sewer Capacity. Do you have that approval? _____

Water Capacity

DWM Bureau of Drinking Water verifies availability of water capacity. You must get approval from Water Capacity. Do you have that approval? _____

Relocation of Existing Sewer and Water Utilities

Have you identified any proposed relocation of existing sewer or water utilities?

For Additional Erosion
Control Information
Contact Greg Gutwiler
at
404-330-6390
ggutwiler@atlantaga.gov

For Additional Flood Plain
Information Contact
Lance Clark at
404-330-589-2703
lclark@atlantaga.gov

For Additional Stream
Buffers Information
Contact Lowell Chambers
at
404-330-6249
lchambers@atlantaga.gov

For Additional
Transportation
Information Contact
Lorn Whittaker
at
404-330-6301
lwhittaker@atlantaga.gov

For Additional Solid Waste
Information Contact
Verna Singleton
at
404-330-6439
vsingleton@atlantaga.gov

For Additional Grease
Trap Installation
Information Contact
Joseph Oguntoye
at
404-333-7534
joguntoye@atlantaga.gov



Erosion Control/Waters of State

Sites greater than 1 acre or within 200-ft of “waters of the state” require submittal to Georgia Soil and Water Conservation Commission (GSWCC).

Multi-family and commercial projects require a 3-phase erosion control plan.

Is your site located on more than 1 acre? _____

Is your site located within 200 ft. of “waters of the state”? _____

Flood Plain

Flood plain ordinance prohibits building or fill within 15-ft horizontal and 2-ft vertical of the 100-year flood plain.

FEMA flood plain mapping is accepted. If stream is not mapped by FEMA, an engineered flood study is required.

Stream Bank Buffers

State buffer is 25-ft; City buffer is 75-ft.

Is your proposed construction within 25-ft buffer? _____

If so, your project requires a variance from EPD.

Is your proposed construction within 75-ft buffer from City? _____

If so, your project requires a variance from the City.

OFFICE OF TRANSPORTATION

Is the Project on a State Route? _____

The implication will be the requirement of a deceleration lane by the GDOT. This criterion is based on an ADT of 30,000 vehicles per day or higher. If the project is on a State route the GDOT uses a driveway with turning radii. On City of Atlanta streets we use curb cuts with ADA access.

Will the driveways be gated? _____

If so the City of Atlanta requires “reservoir spaces” as per Section 30-1205 of the City’s Code of Ordinances, which specifies the length of each 22 feet long space which has to be measured from the limit of the right-of-way.

Does the development have signs or canopies extending into the right-of-way? _____

The developer has to enter into an “Encroachment Agreement” with the City.

This requires an application from the Department of Public Works.

Does the development have foundations that extend into the city’s right-of-way? _____

This requires a Resolution from City Council for a “Tie-Back” agreement.

This application is also made at the Department of Public Works.

SOLID WASTE SERVICES

Will this development be a mixed community? _____

Will this development have private streets? _____

Will this development be a gated? _____



What type solid waste container will this development be using? _____

How many units will be built within this development? _____

Will this development have attached units? _____

Is this a Multifamily project? _____

If so, multifamily projects require recycling components along with waste disposal.

GREASE TRAP INSTALLATION REQUIREMENTS

Does your project include a dishwasher? _____

All food service establishments with dishwasher(s) according to Grease Ordinance Section 154-297.01 and 154-297.02, requires two 1500 gallons of grease trap to be proposed in the plans or tied to an existing grease trap of equal capacity where available.

The indoor grease traps 70 pound or 35 gallons minimum capacity may be approved for small establishments without dishwasher, however, the proposed plans must show connection of all kitchen such as sinks to the trap and the grease interceptor details from the manufacturer must be attached to the plans.

All Facilities are required to submit four (4) copies of the following before obtaining a plumbing permit:

1. Site plan
2. Floor plan
3. Plumbing Plans
4. Specification of the proposed grease trap

Contact Person For Plans, Phone #, Cell #, Fax #.

Please contact the grease management office at (404) 853-7838 to schedule appointment. Without a scheduled appointment walk-in plans will be reviewed 7 am – 9 am. Plans can be dropped off for review and picked up the following work day (after 24 hours).

Grease Management
675 Ponce De Leon Ave.
Suite # 5300
Atlanta, Georgia. 30308

GENERAL INFORMATION

All plans submitted for issuance of a building permit must be accurate, legible, include dimensions, be drawn to a standard scale, and meet minimum industry-wide acceptable architectural and engineering standards. The City reserves the right to require additional information for plan review analysis. Please note that an ***accurate project description***, as specified under the general requirements for architectural/structural plans, will make both the intake process and plan review ***much faster and easier!***

Note: Plans marked “Not Released for Construction”, “preliminary”; “permit only” and the like shall not be accepted for review, except as noted for site and foundation permits.

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Information Contact
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For Additional Solid Waste
Information Contact
Verna Singleton
at
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vsingleton@atlantaga.gov

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Trap Installation
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Joseph Oguntoye
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675 Ponce De Leon Ave.
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**City of Atlanta
Bureau of Buildings
New Policies and Procedures – Permitting Improvement Project**

The new policies and procedures below are some of the many major innovations resulting from the Permitting Improvement Project, a multi-pronged effort to implement the City's economic development plan, and to increase Atlanta's ability to allow homeowners and homebuilders the opportunity to receive faster processing of their permit applications. If you would like additional information, please contact Brenda Shaw, Customer Service Manager at 404.330.6150.

Permit Status – Online Viewing

Effective February 6, 2005, the Bureau of Buildings will launch the ability to view a building permit status online. Visit the Bureau of Buildings home page at <http://www.atlantaga.gov/government/planning/burofbuildings.aspx>. The customer service staff is always available to assist you with questions regarding your permit status. For Commercial projects, please call 404.330.6117 and for Residential projects, please call 404.330.6116.

Sets of Drawings Required

Effective February 17, 2005, the Bureau of Buildings will require two sets of architectural plans and six sets of civil plans for all residential projects and eight sets of civil plans for commercial projects that involve new construction, additional square footage, land disturbance and/or Arborist review.

Expired Building Permit Applications

Effective June 1, 2006, the Bureau of Buildings will expire all building permit applications submitted without any activity in twelve months. Once the application has been expired the plans will be discarded. Please contact Customer Service at (404) 330-6315 if you have concerns about your permit application expiring.

Expired Permits

Effective May 1, 2006, the Bureau of Buildings will expire all building permits that have not completed final inspection without any activity in twelve months. If your project has had inspection activity within the twelve month period, this will not apply. Please contact building inspections at (404) 330-6160 if you have concerns about your permit expiring.

A permit for construction under which no work is commenced within six months after issuance, or where the work commenced is suspended or abandoned for six months, shall expire and fees paid shall be forfeited.

New Bureau of Buildings Permitting Hours

Effective July 18, 2006, all areas in the Bureau of Buildings will be open for permitting on Tuesday. We will continue the extended hours to issue permits for **homeowners only** from 4:00 p.m. to 8:00 p.m.

New Certificate of Occupancy Changes

For your convenience and to reduce your trips to this office, the Certificate of Occupancy fee will be collected at the time of permit issuance. Upon completion of your inspections, the inspector will issue the Certificate of Occupancy on the site. This change will be effective for building applications issued on or after July 1, 2006.

Developer's Day
July 25, 2006



City of Atlanta

Permitting Improvement Project Update

Developer's Day July 25, 2006

Permitting Improvement Project Update

SUMMARY

Recent Process & Policy Changes

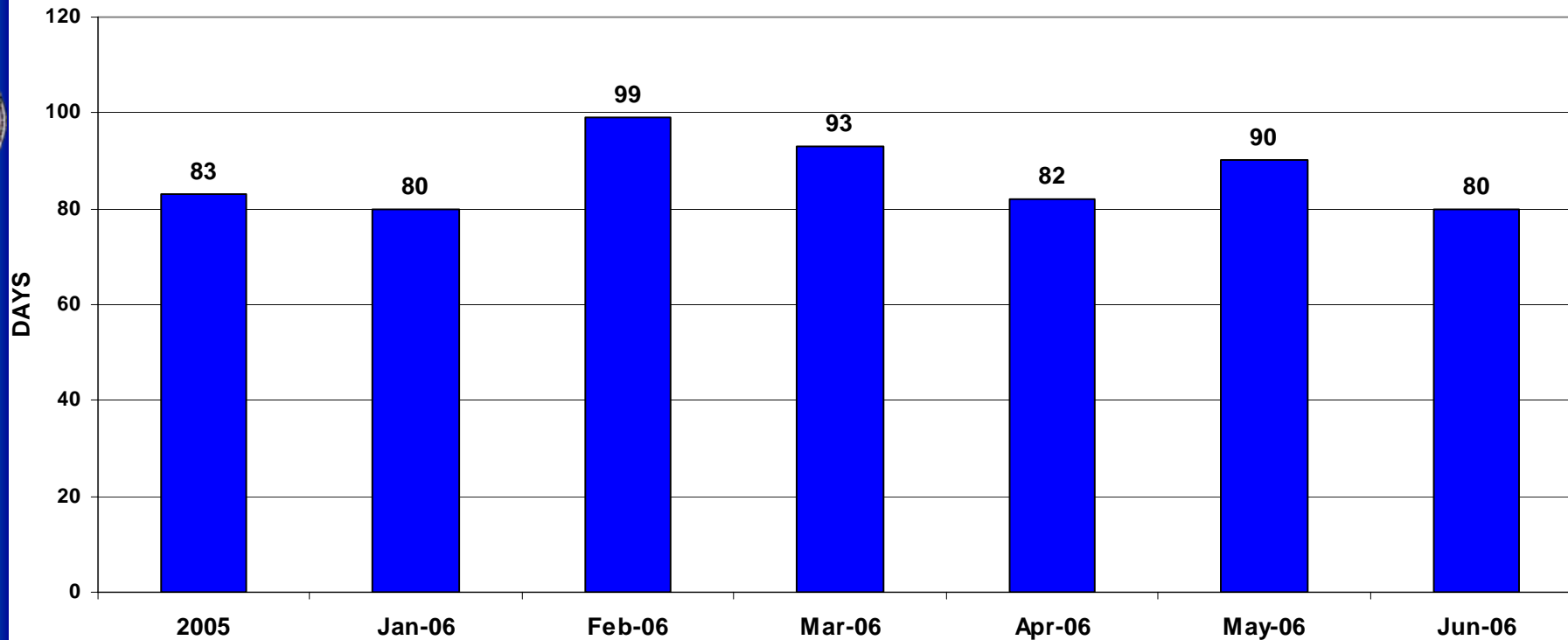
1. Time to Permit Performance
2. New Permitting Office Hours
3. Concurrent Plan review
4. Separate Site Development and Building permits
5. Certificate of Occupancy Issuance
6. Special Residential Projects Team
7. Residential and Commercial Seminars
8. Site Development Updates



City of Atlanta

Time to Permit Performance

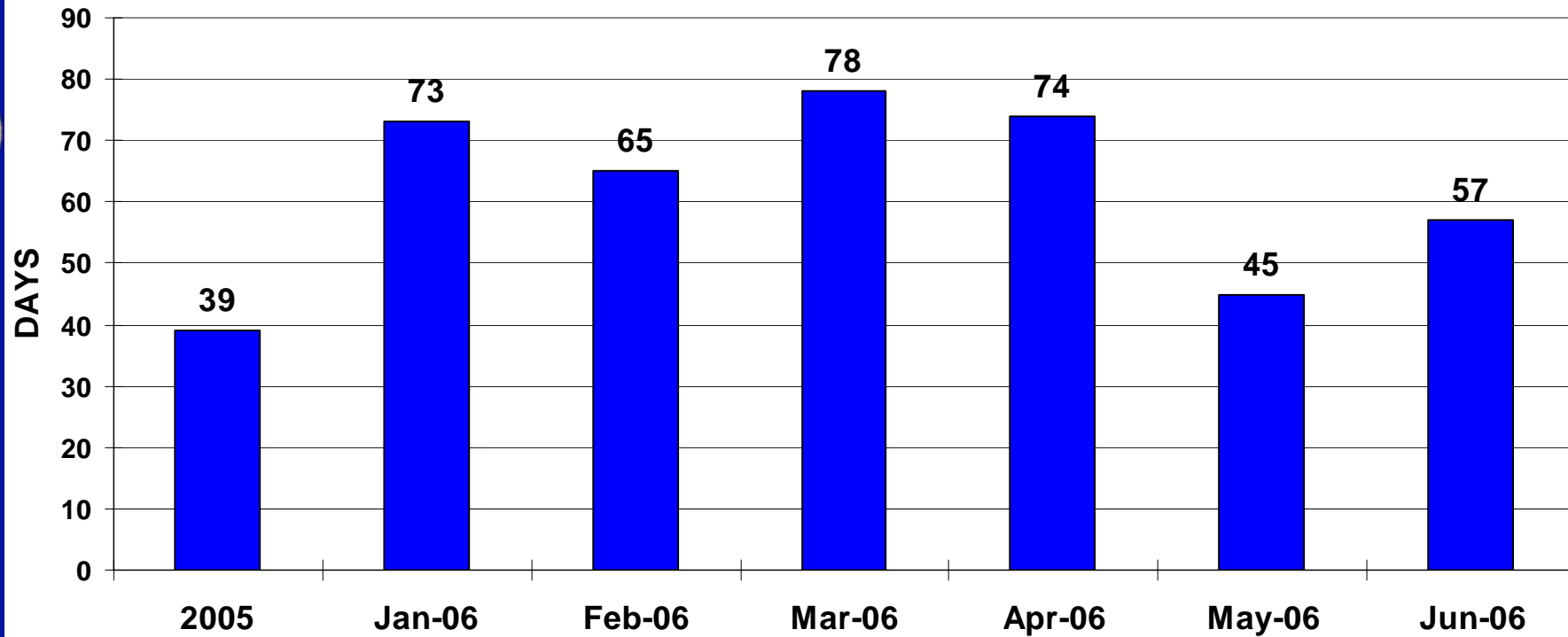
Average Days to Process New Residential Permits



City of Atlanta

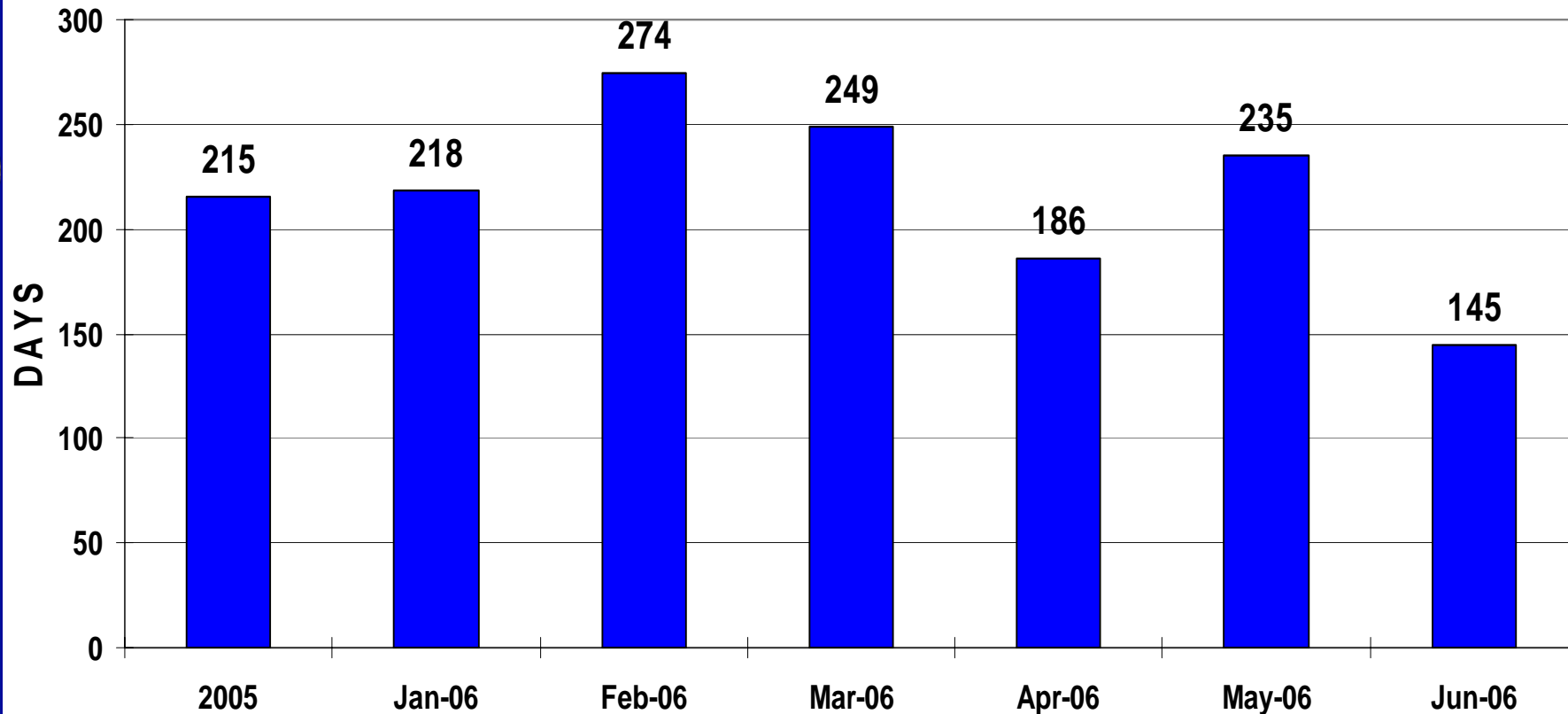
Time to Permit Performance

Average Days to Process Residential Additions Permits



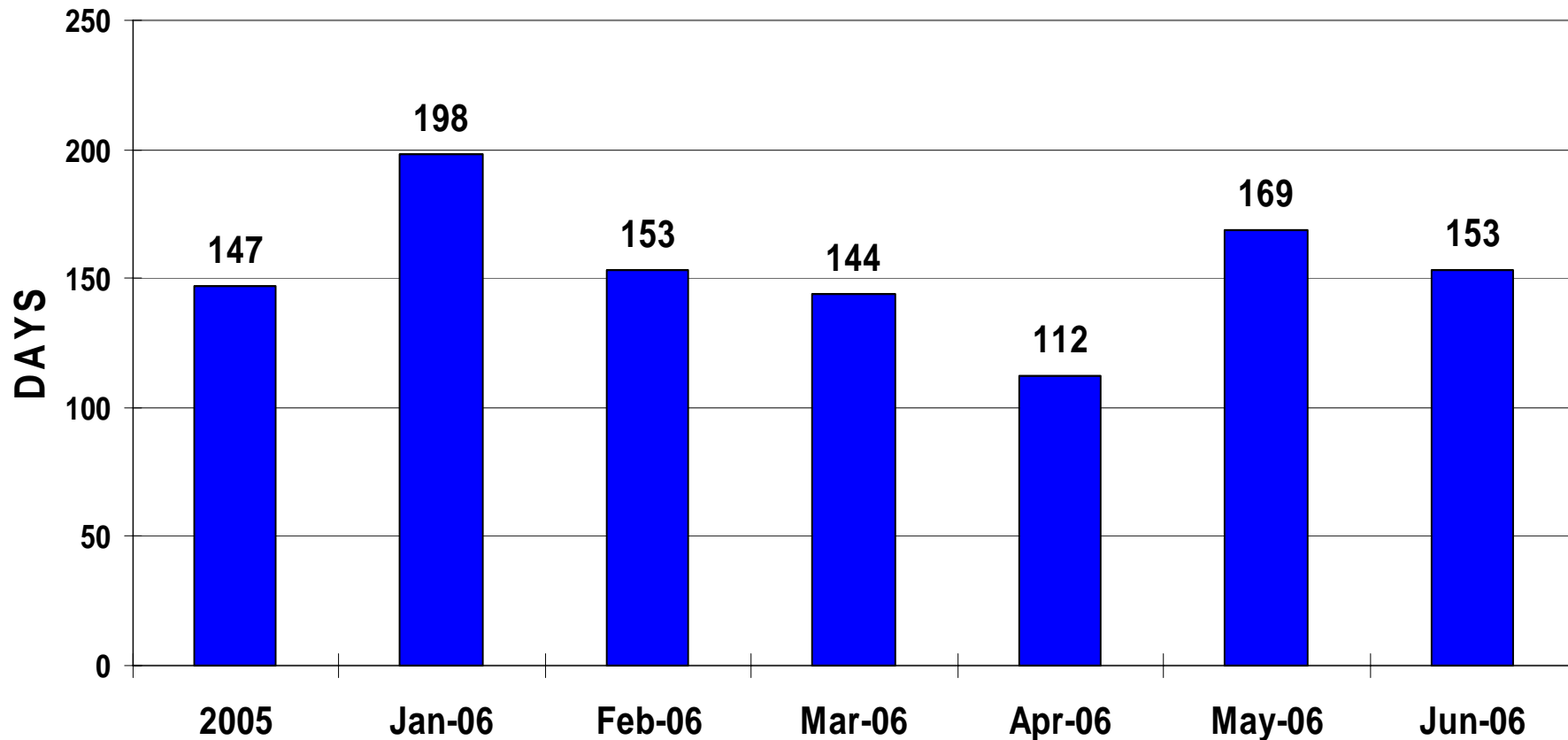
City of Atlanta Time to Permit Performance

Average Days to Process New Multi Family Permits



City of Atlanta Time to Permit Performance

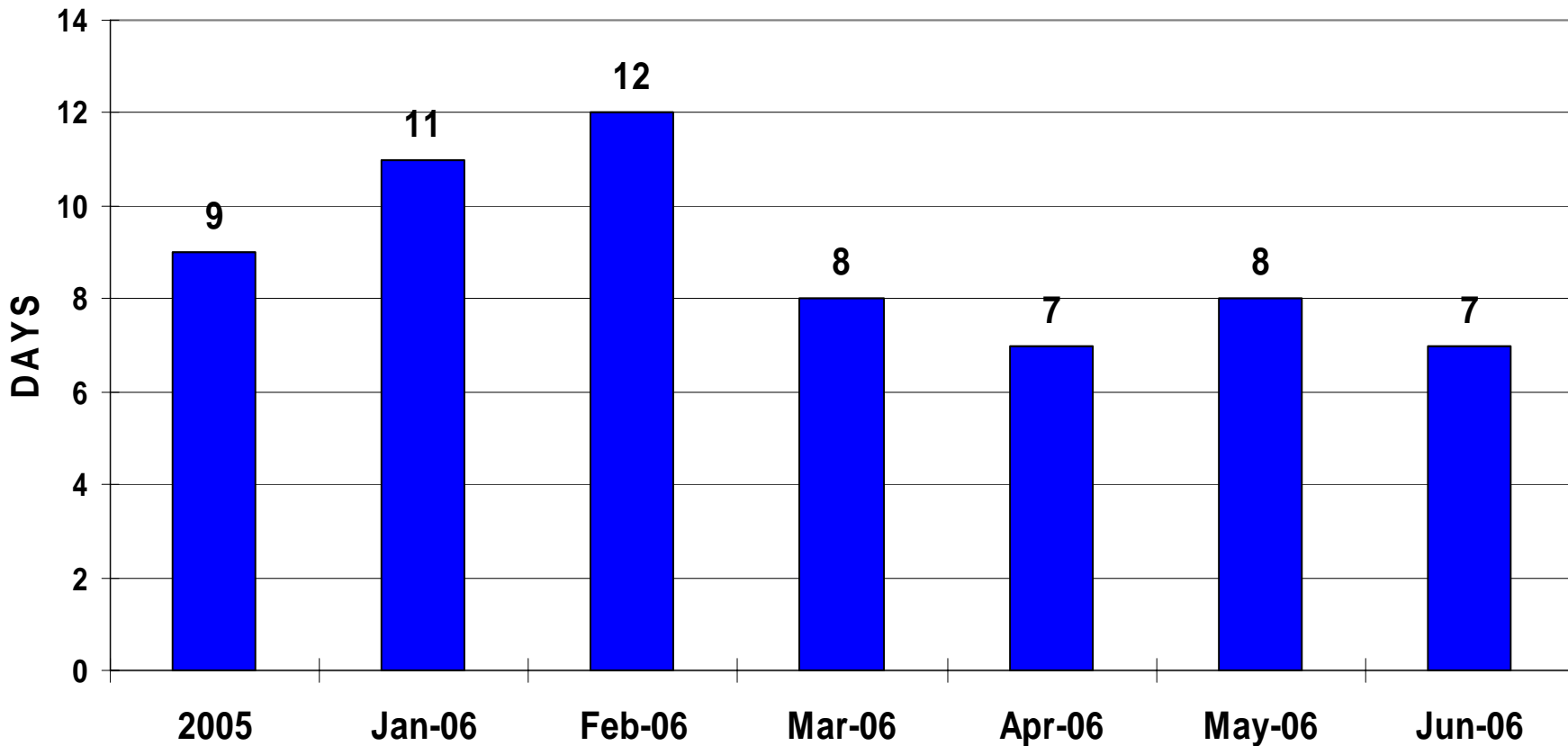
Average Days to Process New Commercial Permits



City of Atlanta

Time to Permit Performance

Average Days to Process Commercial Alterations Permits





New Initiatives For The Bureau of Buildings



Effective July 18, 2006

All areas in the Bureau of Buildings will be open for permitting business on Tuesdays. Extended hours will continue for homeowners only from 4:00 p.m. – 8:00 p.m.

The new concurrent review process with the Zoning Department will allow all plans to be distributed to reviewers simultaneously, which will reduce the time to permit.

Responsibly Permitting Atlanta's Growth

Developer's Day July 25, 2006

Permitting Improvement Project Update

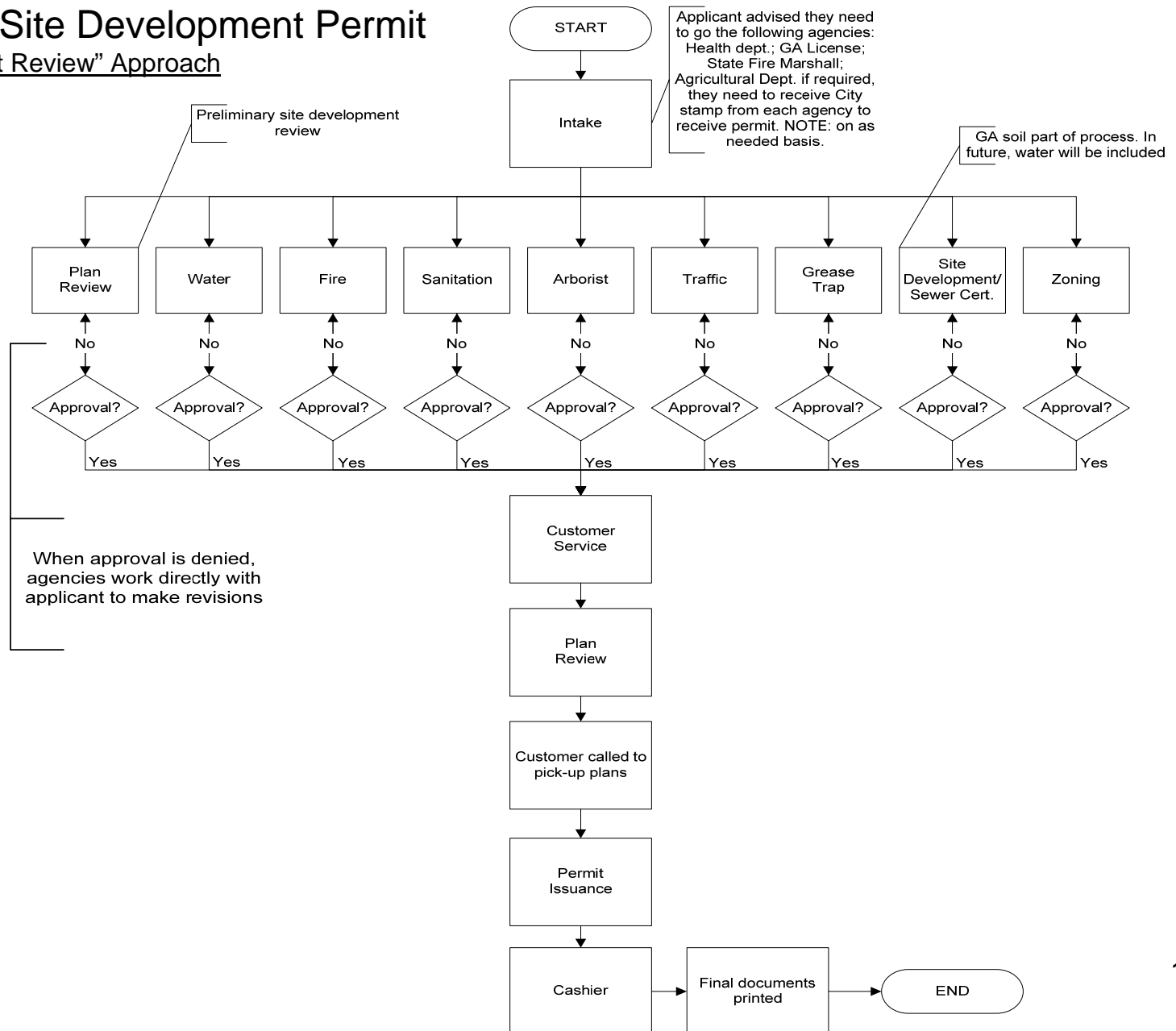
Recent Process & Policy Changes

3. Concurrent Plan Review

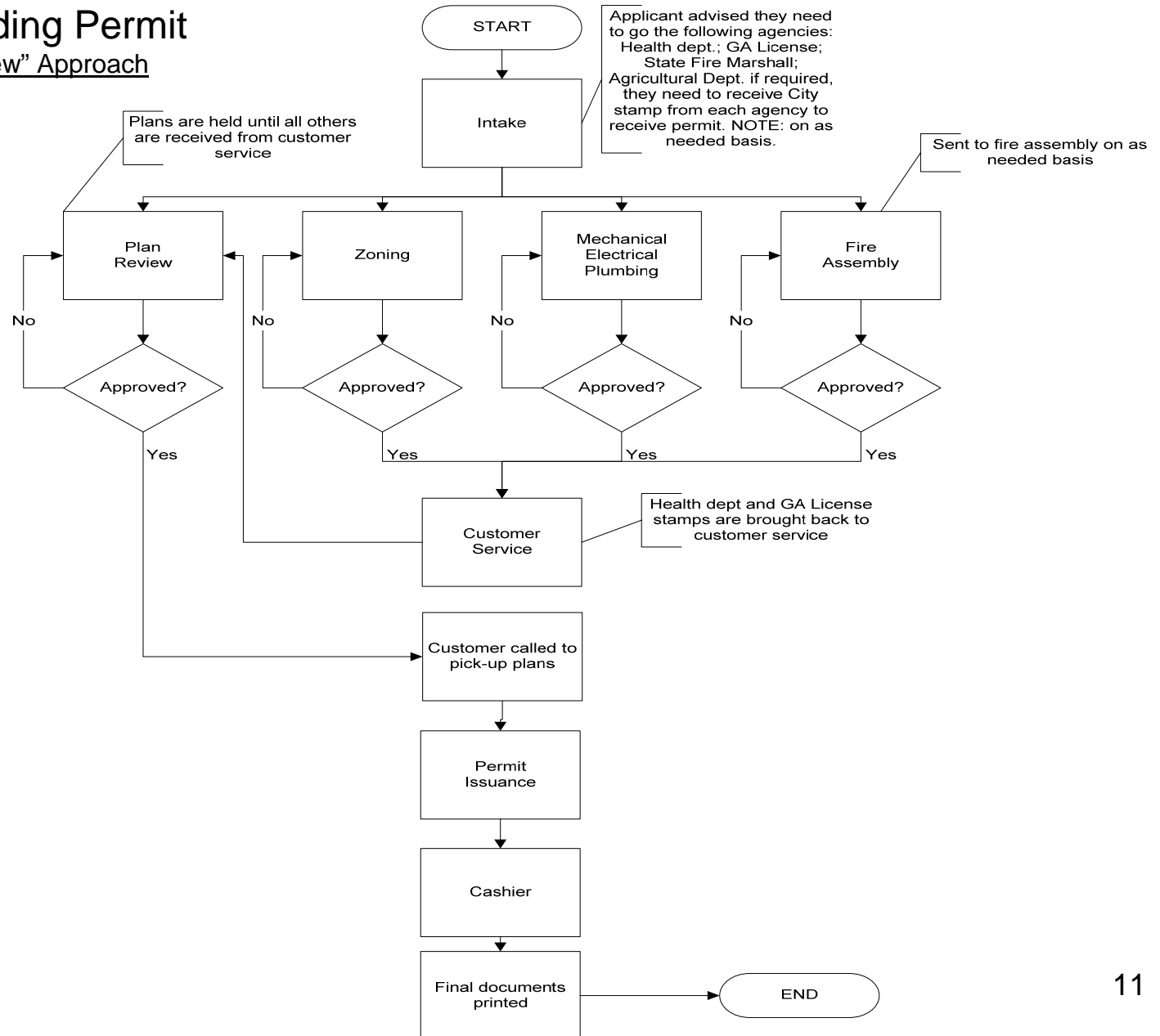
- Previously, all permit applications were required to clear the Zoning department review before being sent to other review departments.
- Applications are now distributed from initial Intake to all appropriate departments, saving considerable processing time (see process flow charts on following pages).
- It is important for applicants to do the appropriate up-front zoning research to avoid plan review “holds.”



3. New Site Development Permit "Concurrent Review" Approach



3. New Building Permit "Concurrent Review" Approach



Developer's Day July 25, 2006

Permitting Improvement Project Update

4. Separate Site Development and Building permits

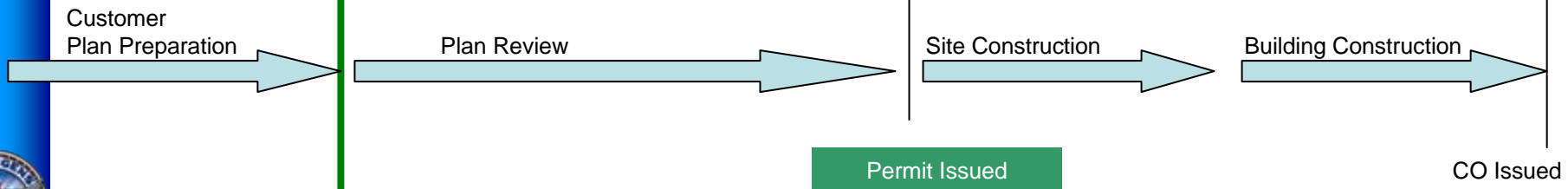
- All new Commercial permits will be issued a separate Site Development (land disturbance) and Building permits
- Customers may apply for separate Site Development for any permit types if requested
- With the new Site Development permit customers have the flexibility to begin land disturbance work and decide when to submit building plans for permit review (see example chart on following page).



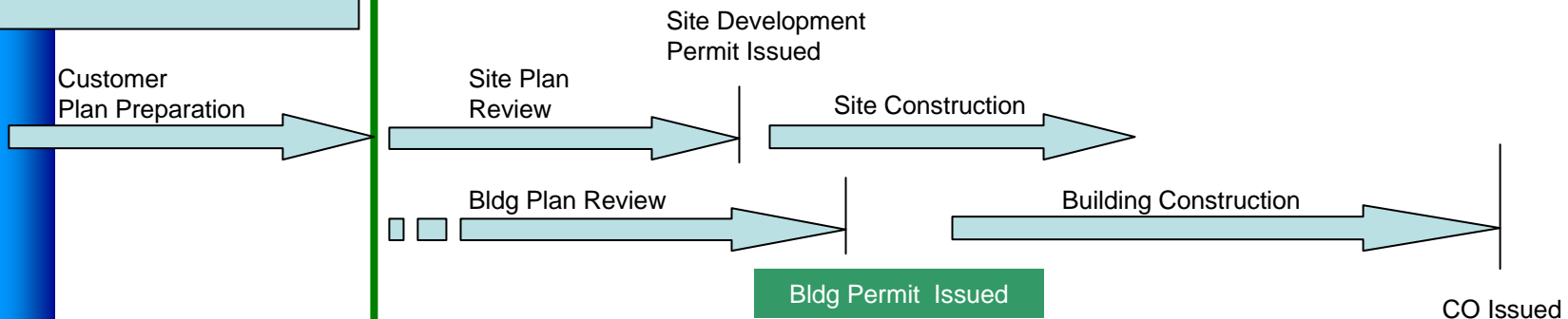
New Commercial Permit

Separating the Site Development and Building Permits

Previous Process



New Process



Application
Submitted

Developer's Day July 25, 2006

Permitting Improvement Project Update

Recent Process & Policy Changes

5. Certificate of Occupancy (CO) Issuance

- Effective July 1, 2006, CO fees are paid up front along with other permit application fees.
- After construction when the customer schedules a final building inspection, the Bureau of Buildings Inspector will sign and deliver the final CO on-site, after checking to insure all required signatures are documented on the inspection card.
- This will save considerable customer time and expense by avoiding an additional trip to City Hall.



Developer's Day July 25, 2006

Permitting Improvement Project Update

Recent Process & Policy Changes

6. Special Residential Projects Team

- One-Stop Permitting: Intake, Zoning, Arborist and Bldg Plan Review and some SPI's located together for your convenience
- Applies to new single-family subdivision projects
- Once master plan is approved, individual permits are submitted and permitted within 7 – 14 days



Developer's Day July 25, 2006

Permitting Improvement Project Update

Recent Process & Policy Changes

7. Residential and Commercial Seminars

- Effective September 12, 2006, the Bureau of Buildings will host residential and commercial Tuesday seminars on topics such as:
 - Permit Application requirements and tips
 - Pre-development reviews
 - Information on green and LEED buildings
 - Commercial developments: 3 PM
 - Homeowners: 6 PM



Developer's Day July 25, 2006

8. Department of Watershed Management Site Development Plan Review Update

Workload continues to increase (approved plans):

- Year 2004 – 2200
- Year 2005 – 2800
- Year 2006 – at a pace to exceed 3200

In response, we have added plan review staff:

- End of 2004 – 4 full-time reviewers
- End of 2005 – 8 full-time reviewers
- 3rd Quarter 2006 -- hiring 3 additional reviewers and 2 customer service staff



Developer's Day July 25, 2006

Department of Watershed Management Site Development Plan Review Update

Performance Goals – Achieve By End Of 2006

- Eliminate Backlog – perform residential and commercial reviews within 1 week of submittal
- Approve 90% of single-family residential site plans within 2 reviews
- Approve 90% of multi-family and commercial site plans within 3 reviews



Developer's Day July 25, 2006

Department of Watershed Management Site Development Plan Review Update

Performance Through 2nd Quarter 2006

- Single-family Residential Backlog – average 1 week review time (60 plans)
- Multi-family and Commercial Backlog – average 2 to 3 weeks review time (40 plans)
- Single-family Residential Plan Approval
 - 70% approved on 1st review
 - 90% approved within 2 reviews
- Multi-family and Commercial Plan Approval
 - 50% approved on 1st review
 - 90% approved within 4 reviews



Developer's Day July 25, 2006

Department of Watershed Management Site Development Plan Review Update

Performance Through 2nd Quarter 2006 (cont.)

- **Total Approval Times**
 - **Single-family Residential – about 3 weeks**
 - **Multi-family and Commercial – about 4 months (60% of time with Site Development)**

***Achieving these Performance Goals should reduce
Overall Approval Times by about 50%***



Developer's Day July 25, 2006

Department of Watershed Management Site Development Plan Review Update



OTHER GOALS FOR 2006

- Triage analysis for commercial plans – require 100% complete submittals
- Face to face meetings for commercial plans after 2nd review
- Respond to customer inquiries via email within 24 hours, and walk-ins real time
- Co-locate site development with Bureau of Buildings – easier for customers

Developer's Day July 25, 2006

Department of Watershed Management Site Development Plan Review Update

STATE OF GA – EROSION CONTROL PLANS

- State of Georgia reviews all plans > 1 acre and within 200-ft of state waters
- In 2005, this represented about 450 site plans – adds about 1 month to approval time
- State is now approving plans the 1st and 3rd week of each month
- As of this month, City has re-gained self review for single family homes (50% of total)
- Our goal is to re-gain self review for multi-family and commercial projects in 2007

